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TSS/LB PERSONNEL WORK DISTRIBUTION

LOG OFFICER, GS-12

1. Act for the Chief, TSS/LB in his absence.

2. Supervise the professional and clerical members of TSS/LB by:

   a. Distributing work.
   b. Assigning priorities on work to be accomplished and initiating the necessary follow up to assure compliance.
   c. Reviewing the work of the TSS/LB personnel prior to approval of the Chief, TSS/LB.
   d. Rating the employees as to their performance.
   e. Providing the necessary instructions to TSS/LB personnel to assure an efficient and well-organized staff.
   f. Recommending to C/TSS/LB the need for overtime.

3. Initiate action to provide TSS headquarters with adequate ventilation, light, floor space and transportation.

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TAB 9-B

LOG ASSISTANT GS-09
SUPPLY ASSISTANT GS-09

1. Within assigned geographic area, prepare or review issue requisitions for TSS Cognizant Items generated by either, (a) Area Divisions or, (b) TSS components for approval of C/TSS/LB.

2. Initiate or review replenishment requisitions for approval of C/TSS/LB.

3. Initiate SAR (Supply Action Request) on TSS Cognizant Items.

4. Write necessary cables, dispatches and memoranda.

5. Perform essential prior coordination and follow-up to ascertain status of shipments, advise requesters accordingly.

6. Prepare Receiving Report to establish accountability for material.

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TAB 9-C.

SUPPLY ASSISTANT GS-07

1. Prepare or review headquarters requisitions for local TSS elements and elements within the U.S. boundaries.

2. Provide shipping instructions for U.S.-bound shipments.

3. Accumulate funds due TSS for TSS Cognizant Items furnished to DD/P components.

4. Process vouchers against blanket requisitions, maintain cash for repayment of local purchases and for emergent purchases.

5. Prepare Receiving Reports to establish accountability of materiel.

6. Initiate Supply Action Requests on TSS Cognizant Items.

7. Process R & D Contracts in accord with directions received from TSS/Technical Division to the Office of Logistics.

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TAB 9-D

SECRETARY-STENO 08-05

1. Maintain Requisition Log.

2. Take and transcribe dictation.

3. Type memoranda, cables and dispatches and non-accountable pouch manifests.

4. Maintain following records:

   a. Requisitions filed by ED/P component serviced.
   b. Cargo folders.
   c. Cables and dispatches pertaining to TSS log functions.
   d. General administrative files.
   e. Contract files pertaining to current [redacted] contracts only.
   f. Station folders.

5. Answer phones.

6. Order transportation for TSS personnel.

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